

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140020-4

27 JUL 1954

MEMORANDUM FOR: Colonel White

SUBJECT : Conference With Classification & Wage Division  
Relative to Up-Grading of Position of Secretary-  
Steno to Chief, PAPS

1. This morning I conferred with [REDACTED] Chief, 25X1A  
Overt Branch, C&WD, Office of Personnel, in connection with the  
job audit they have been doing on the position in PAPS soon to be  
vacated by [REDACTED]

25X1A

2. The way things stand at the moment, [REDACTED] tells me that 25X1A  
their audit does not disclose any reason for them to reclassify the  
position at the GS-7 level. As you know, it is now a GS-6. There  
seems to be a present precedent for assuming that secretaries to div-  
ision and staff chiefs shall be at the GS-6 level, where justified.  
I know this has been an ironclad rule in the Office of Personnel with-  
in the past year.

3. The complicating factor here seems to be the so-called bus- 25X1A  
iness of "grade attraction" in [REDACTED] case. The job whose 25X1A  
duties [REDACTED] is discharging is established, I understand, at the 25X1A  
GS-15 level, for which C&WD believes a GS-6 secretary is appropriate.  
Therefore, it is within this frame of reference that Classification  
is working, apparently feeling that they could not justify a GS-7,  
unless it was a corollary to re-establishing the position of Chief,  
PAPS as a supergrade.

*This is  
definitely  
wrong*

4. In their informal presentation of results of this job audit, 25X1A  
[REDACTED] has made a comparison between this position of [REDACTED] 25X1A  
and that of the GS-7 secretary to Chief, Commercial Division - one  
that substantiates their findings there as to grade on the grounds  
that the job more nearly approximates that of administrative assistant,  
while this administrative ingredient seems lacking in [REDACTED] 25X1A  
position.

5. [REDACTED] also mentioned that [REDACTED] in correcting and 25X1A  
signing off on the required statement of duties and responsibilities  
for the position in question, "considerably weakened his own case"  
by the deletion of certain adjectival phrases supplied by C&WD, all  
of which tended to distinguish this position from others like it in  
the Agency.

6. Although [REDACTED] visit was "informal," it is clear that 25X1A  
C&WD plans to write a formal statement to the effect that they will  
not accede to an up-grading in this case, as things stand at the moment.

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140020-4

CONFIDENTIAL  
SECRET

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140020-4

-2-

7. Recommendation: Unless you desire to make other arrangements directly with the Assistant Director for Personnel, it seems to me that, if you desire to support the requested grade with [REDACTED] in order to avoid a head-on conflict with Personnel and the people in Classification, you might consider transferring the position from PAPS to the immediate office of the DD/A, at the same time making it "personal secretary to the Special Assistant to the DD/A," at which point I think the difficulty might equitably be resolved.

25X1A

[REDACTED] 25X1A

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140020-4

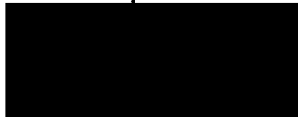
SECRET

25X1A

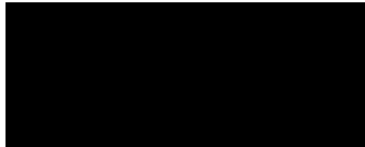


*Para 3 wrong —*

25X1A



*Please see me  
in this.*



25X1A

**CONFIDENTIAL**